

Educational Policy Committee Minutes October 16, 2025

Attendance: Marina Puzakova, Daniel Babcock, Kelly Austin, Corrie Vakil, Khurram Hussain, Lucy Napper, Michael Dills-Allen, Terry-Ann Jones, Todd Watkins, Tom Hammond, Edmund Webb, Lisa Lindley, Lori McClaind, Michael Gusmano, Olivia Grimes, Derick Brown, Mariana Roldan, Clinton Graham, Kylie Mirabel, Christine Daley

Agenda and Discussion

1. Approval of Minutes 10/02/2025
 - No discussion, minutes approved
2. New members
 - Mariana Roldan (CAS undergrad)
 - Clinton Graham (COB undergrad)
 - Kyllie Mirabel (RCEAS undergrad)
 - Christine Daley (College of Health Rep.)
3. Discussion on Leave of Absence (continuing conversation)
 - 3.1.4.2 amendments, clarifications and discussion
 - Discussion about the max time to degree (8 years) and the leave policy (2 year max in any single stretch).
 - Language added to the end of R&P 3.1.4.2, paragraph 2: "... through an unapproved leave". Also, the paragraph beginning with "Only a limited number of students" has been removed.
 - Changes approved
4. Discussion on Provisional Courses R&P 3.6
 - Discussion about the two-year window for provisional courses and the policy of offering such courses at most two times before taking them off the books or making them permanent.
 - The Registrar's office has concerns about provisional courses sitting on the books and taking up space. Some faculty have concerns that the two year window is either unnecessary or too narrow.
 - Text amended to reflect agreement that a three year window works better for both faculty and the registrar.
 - Changes approved.
 - Rationale: to address a concern regarding two-year timespan and whether it could be offered twice or more The change from 2-year to 3-year reflects an opportunity for faculty to revamp the course and add more flexibility to faculty.
5. Discussion on Special Topics

- Clarification on the relationship between special topics and provisional courses. Why are they needed, what are they?
- 3.6.1. New section on special topics. First order of business is a clear definition of special courses and their rationale. Lucy Napper agreed to come up with a draft to share with committee during our next meeting.

6. Priority registration

- Registrar needs a clear policy to handle requests outside the current scope of priority registration for students (mostly athletes with difficult schedules)
- Proposal to make this available to only designated groups of students (not individuals) who represent Lehigh (football team) or contribute to the community in some way (EMTs).
- Too many ad hoc requests and not a clear policy to handle these.
- The committee agrees to review this again before Thanksgiving.

7. R&P 3.7.2 Common Hour exams

- Ongoing discussion. Further information is sought from departments and colleges about the number restrictions on scheduling common hour exams and the space required to make these happen.
- Proposal to create a google form to survey various units on campus about their preferences regarding common hour exams - number of students, space, room etc, and how many of their courses would be affected.
- Agreed to revisit this issue at the next meeting with a discussion about what questions to ask.
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- Go back to their colleges and learn how many courses would want common hour exam if we lowered the number of students where common hours are scheduled.
- Who would have this information about courses. Maybe a survey or a google form to get and organize the information?
- Marina will create a google form with questions by Michael and share with Kelly.
- Second question that can be addressed - timing of the request can be changed.
- Revisit what questions to ask at the next meeting.

8.

- Registrar has been approached about priority registration (we do not have a policy on the books. No clarity. Right now its mostly athletes. Who can receive priority registration.

We need a policy because there are all kinds of requests are made all the time, and there is no policy to refer to to make decisions.

- If there is a policy there has to be an appeals process. Policy for groups of students so individual students cannot appeal and guck up the system. Maybe something around providing value and represent the university (like sports and EMT) - representing the university could be a way to ground the policy.
- Sometime before thanksgiving we can review this.
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- Changes were originally proposed because we were finding that the two year time frame for provisional courses is too tight. Lack of clarity whether it was two times or two years.
- Course and curriculum already takes a year.
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- 2) No course may be offered as a provisional course for more than two years. No course may be offered as a provisional course more than twice and must be done within a single two-three-year timespan. Changing a provisional number is not permitted to reset the timeline. **A provisional course may be offered a third time, contingent upon having initiated the permanent course approval process.**
- We care about the number of times but why do we care about the time frame of two years.
- Discussion on the need for pruning course numbers that are just sitting there on the books and taking up space and if time span window needs to be increased from 2 years.
- Changed to three years - rationale is potential for leaves and other reasons that the 2 year window is too quick. More flexibility, less urgency to move provisional courses through.
- Rationale for the two year window - the time span - rather than the number of times a course is taught. Why do we care about a two year window?

Number 3: provisional courses for both departments and programs. Add programs since programs want to be able to offer provisional courses.

“Students must complete one regular semester to be eligible for a leave. Students during their first semester who withdraw through the 10th day can defer their admission to the following semester with the approval of the Office of Admissions. Students who withdraw after the 10th day may return the following semester through an unapproved leave return process.”

- No leave can be longer than 2 years.
- 8 years to complete their degree.
- Any single leave can only be taken for a maximum of two continuous years.
- Clarification about how many years, the process for returning, etc. Overall maximum time to degree is 8 years.
- Is 8 year rule compatible with the 2 year max leave of absence which could add up to 12 years.

9. Discussion on Provisional courses

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Number 3: provisional courses for both departments and programs. Add programs since programs want to be able to offer provisional courses.

10. Discussion on Special Topics

- Clarification on the relationship between special topics and provisional courses
- 3.6.1. New section on special topics. Faculty should put this together. Lucy Napper agrees to come up with a draft. A definition of what special topics is has to be established. Discussion on if these are not provisional courses - they could be any number of things that are not provisional in nature.

11. Priority registration

- Registrar has been approached about priority registration (we do not have a policy on the books. No clarity. Right now its mostly athletes. Who can receive priority registration. We need a policy because there are all kinds of requests are made all the time, and there is no policy to refer to to make decisions.
- If there is a policy there has to be an appeals process. Policy for groups of students so individual students cannot appeal and guck up the system. Maybe something around providing value and represent the university (like sports and EMT) - representing the university could be a way to ground the policy.
- Sometime before thanksgiving we can review this.

12. R&P 3.7.2 Common Hour exams

- Ongoing discussion. Terry Anne Jones is the point person here. Further information was sought. But there is no memory of this in the committee. The note from the senate.
- Go back to their colleges and learn how many courses would want common hour exam if we lowered the number of students where common hours are scheduled.
- Who would have this information about courses. Maybe a survey or a google form to get and organize the information?
- How many classes are affected if the restriction of 100 is lifted. How far down would they want the threshold to go?
- Marina will create a google form with questions by Michael and share with Kelly.
- Second question that can be addressed - timing of the request can be changed.
- Revisit what questions to ask at the next meeting.